

Memorandum



Date: October 5, 2016

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

Agenda Item No. 8(F)(5)

From: Carlos A. Gimenez
Mayor

Subject: Recommendation for Approval to Exercise the Remaining Renewal Periods under
Contract No. EPP-RFP8248, Voter Registration System

Recommendation

It is recommended that the Board of County Commissioners (Board) authorize the County Mayor or the County Mayor's designee to approve the two (2) remaining option to renew periods under *Contract No. EPP-RFP8248, Voter Registration System*. This contract was awarded in October 2007 under the delegated authority at that time for an initial three-year term with five (5), two-year option to renew periods. The contract was awarded with a \$999,679 allocation for the initial term. The first option to renew period was approved by the Board in September 2010 under Resolution No. R-924-10, and the second and third option to renew periods were approved under Resolution No. R-904-12. This item is exempt from Committee review per Ordinance No. 07-139, which permits contract renewals to be heard directly by the Board.

The Elections Department purchased the Voter Registration System (System) from VR Systems, Inc., including implementation, configuration and customization services. The Elections Department uses the System to obtain accurate, up-to-date, statewide voter registration information required for the administration of County and municipal elections. The System houses a database of all registered voters in the State of Florida, assists in the verification of signatures on petitions and determines voter eligibility. Additionally, the System interfaces with the County's Geographic Information System which maps district and precinct boundaries.

Prior to the decision to exercise the remaining option to renew periods, market research was conducted to assess competitive factors such as pricing, quality, product features, operational functionality and capital commitment by the vendor. Exercising the renewal periods is in the County's best interest as VR Systems, Inc. is the proprietary owner of the System and the sole provider of the required maintenance and support services. Contracting with any other vendor would require a total system replacement which is cost-prohibitive.

Scope

The impact of this item is countywide in nature.

Fiscal Impact/Funding Source

The contract, which is in its third, two-year option to renew period, is valued at \$600,000 and expires on November 30, 2016. As seen in the table below, the total value of the two (2) requested renewal periods is \$1,300,000. If the requested renewal periods are approved, the contract's cumulative value will be \$3,919,679 and the expiration date will be November 30, 2020.

Pursuant to Resolution No. R-98-12, staff contacted the awarded vendor to negotiate the renewal pricing. VR Systems, Inc. agreed to incorporate additional functionality and services without an increase to the maintenance and support costs for the fourth option to renew period. Accordingly, it is in the best interest of the County to renew this contract for continuity of service and pricing.

Department	Requested Allocation for the Remaining Option to Renew Periods	Funding Source	Contract Manager
Elections	\$1,300,000	General Fund	Rena Saiter
Total	\$1,300,000		

Term	Period Covered	Amount
Initial Contract Term:	November 12, 2007 – October 31, 2010	\$1,044,679
First Option to Renew:	November 1, 2010 – November 30, 2012	475,000
Second Option to Renew:	December 1, 2012 – November 30, 2014	500,000
Third Option to Renew:	December 1, 2014 – November 30, 2016	600,000
Subtotal:		\$2,619,679
Options to Renew Requested for Approval and Estimated Amounts under this item:		
Fourth Option to Renew:	December 1, 2016 – November 30, 2018	\$600,000
Fifth Option to Renew:	December 1, 2018 – November 30, 2020	700,000
Subtotal:		\$1,300,000
Cumulative Value:		\$3,919,679

Track Record/Monitor

Tiondra Wright of the Internal Services Department is the Procurement Contracting Officer.

Delegated Authority

If this item is approved, the County Mayor or County Mayor's designee will have the authority to exercise the fourth and fifth option to renew periods. The County Mayor or County Mayor's designee will also have the authority to exercise all provisions of the contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

Awarded Vendor


Awardee	Principal Address	Local Address	Principal
VR Systems, Inc.	2840 Remington Green Circle Tallahassee, FL	None	Mindy Perkins

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine contractor responsibility, including verifying corporate status and review of performance or compliance issues. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There are no adverse findings relating to contractor responsibility.

Applicable Ordinances and Contract Measures

- The two (2) percent User Access Program provision applies and will be collected on all purchases.
- The Small Business Enterprise Selection Factor and Local Preference were applied at the time of contract award.
- The Living Wage Ordinance does not apply.



Alina T. Hudak
Deputy Mayor



MEMORANDUM

(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: October 5, 2016

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 8(F)(5)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☒ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous ____) to approve
- ☒ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(F)(5)
10-5-16

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE TO EXERCISE THE FOURTH AND FIFTH TWO-YEAR OPTION TO RENEW PERIODS FOR CONTRACT NO. EPP-RFP8248, VOTER REGISTRATION SYSTEM, WITH AN ALLOCATION OF UP TO \$1,300,000.00 FOR THE ELECTIONS DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board authorizes the County Mayor or the County Mayor's designee to exercise the fourth and fifth two-year option to renew periods for Contract No. EPP-RFP8248, Voter Registration System, with an allocation of up to \$1,300,000.00 for the Elections Department; and authorizes the County Mayor or County Mayor's designee to exercise all provisions of the contract, during the option to renew periods, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38. A copy of the contract is on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

The foregoing resolution was offered by Commissioner
who moved its adoption. The motion was seconded by Commissioner
and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman	
Esteban L. Bovo, Jr., Vice Chairman	
Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Audrey M. Edmonson
Sally A. Heyman	Barbara J. Jordan
Dennis C. Moss	Rebeca Sosa
Sen. Javier D. Souto	Xavier L. Suarez
Juan C. Zapata	

The Chairperson thereupon declared the resolution duly passed and adopted this 5th day of October, 2016. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Oren Rosenthal